DOCUMENT RESUME

ED 060 858 LI 003 522

TITLE	Creation of Machine Readable Catalog Entries; An Adaptation of the "Data Preparation Manual: MARC Editors".
INSTITUTION	Ohio Coll. Library Center, Columbus.
SPONS AGENCY	Office of Education (DHEW), Washington, D.C.
PUB DATE	May 71
CONTRACT	OEC-0-70-2289(506)
NOTE	72p.; (0 References)
EDRS PRICE	MF-$0.65 HC-$3.29
DESCRIPTORS	*Cataloging; *Data Processing; *Library Automation; Library Technical Processes; Manuals; *On Line Systems
IDENTIFIERS	*Machine Readable Cataloging; MARC

ABSTRACT

The purpose of this manual is to specify the additional steps required in the data collection process to prepare bibliographic data for conversion into machine-readable form. It is designed to aid catalogers in preparing catalog entries in machine readable form for the on-line cataloging system of the Ohio College Library Center. The rules for data preparation for compatibility with an on-line system are presented, and are based upon "Data Preparation Manual: MARC Editors" (MARC Manual, Vol 2). (SJ)

ED 060858

U.S. DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
OFFICE OF EDUCATION
THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL OFFICE OF EDUCATION POSITION OR POLICY

CREATION OF MACHINE READABLE CATALOG ENTRIES; AN ADAPTATION OF THE "DATA PREPARATION MANUAL: MARC EDITORS".

Ohio College Library Center

May, 1971

(4) U. S. Office of Education Contract, number OEC-0-70-2289 (506), supported in part the production of this publication.

LI 003 522

PREFACE

This manual is designed to aid catalogers in preparing catalog entries in machine readable form for the on-line cataloging system of the Ohio College Library Center. The manual is constrained to tagging and coding; it does not instruct in the use of a cathode ray tube terminal. Another manual that will appear in June, 1971 will describe operation of a terminal and input of data other than that of a bibliographic nature.

The Ohio College Library Center is grateful to the American Library Association and the Library of Congress for allowing use of Data Preparation Manual: MARC Editors (MARC Manual Vol. 2) that is the basis of this manual. Much of the text in the MARC Manual remains unchanged. The Center is also grateful to the American Library Association for granting permission to reprint Appendix I from volume 2, number 2 of the Journal of Library Automation.

2 May, 1971

CONTENTS

Preface	i
Introduction	1
Call Number (090)	5
Main Entries (100 - 130)	7
Uniform Title (240)	22
Romanized Title (241)	23
Title Statement (245)	25
Edition Statement (250)	31
Imprint (260)	33
Collation (300)	36
Bibliographic Price (350)	38
Series Statement (400 - 490)	40
Bibliographic Notes (500 - 520)	44
Subject Added Entries (600 - 651)	47
Added Entries (700 - 740)	54
Series Added Entries Traced Differently From Form in Series Statement (800 - 840)	61
Appendix I (Table of tags, indicators, and subfield codes)	63

INTRODUCTION

One of the basic functions of librarians over the years has been the recording and organizing of bibliographic data to facilitate access to and use of the books and other materials contained in the collections of libraries. Although bibliographic data may be recorded and stored in a variety of ways, the card catalog record (3x5 card) has been the preponderant medium used by libraries in the United States. The advent of the computer provides a new medium and technique for recording, storing, and processing bibliographic data. The information on card is the result of a complex data collection process in which many people with specialized knowledge record various kinds of data often on a manuscript card. The purpose of this manual is to specify the additional steps required in the data collection process to prepare bibliographic data for conversion into machine-readable form.

Although detailed knowledge of the data processing world is not necessary for those engaged in the data collection process, an understanding of certain basic distinctions between the typed or printed catalog record and such a record in machine-readable form will aid in the accurate preparation of cataloging data for conversion into machine-readable form. Information may be expressed implicitly or explicitly. Perhaps the basic difference between a typed or printed catalog record and one in machine-readable form is that much of the information on the former is expressed implicitly, while in the latter it is expressed explicitly. A human being can look at a printed catalog card and recognize the names of its component parts (data elements) such as: place of publication, date, pagination, etc., as well as where each of these elements

begins and ends. A machine cannot make such judgments; therefore, a means must be provided by which it can discriminate between data elements and determine precisely where each element begins and ends. Once this determination has been achieved, the bibliographic data can be stored on a medium such as magnetic tape and the computer can be programmed to manipulate the data elements in a variety of ways, some traditional (3x5 catalog card format), some new. The problem can be illustrated by imagining data in machine-readable form as a continuous string of characters as long as is needed to express the data. Main entry, title, and imprint are traditionally formatted as follows in a catalog record:

Grace, William Joseph, 1910-
Response to literature [by] William J. Grace.
New York, McGraw-Hill [1965] -

In machine-readable form they would be strung out as:

Grace, William Joseph 1910- Response to literature [by] William J. Grace. New York, McGraw-Hill [1965]

If this data were used in a computer, it would be impossible to write instructions that would allow the machine to identify author and title or, for that matter, place, publisher, and date. The blank character between author and title is no different from the other blanks between words. Thus, just as the typed or printed catalog record has a format in which data elements are arranged in a precise and consistent way from record to record, so does the machine-readable catalog record have a format in which the data elements are arranged precisely and labelled consistently. The major task of those involved in the preparation of data for conversion to machine-readable form (descriptive and subject catalogers, shelflisters, etc.) essentially will be to translate what they already know implicitly into an explicit form in accordance with the rules and specifications set down by the designers of the machine-readable format. This manual describes those rules.

In addition to traditional library terminology, other terms have been used throughout the rules. These terms and their definitions follow:

Data Element

A data element is a unit of information, e.g., pagination.

Field

A field contains data elements. Each field is assigned a name which represents the contents of that field, e.g., collation, imprint, etc. There are two kinds of fields: fixed and variable.

> A fixed field contains a data element which is always expressed by the same number of characters. For example, a date is always expressed as four numeric characters: 1968. Languages are always expressed with a three-character alphabetic code: ENG = English
>
> A variable field contains a data element, the length of which cannot be predetermined (main entry, title, etc.). A variable field may contain more than one data element. In general, a data element will be variable in length in the same way as the field which includes it. For example, the collation is a variable field made up of three data elements: pagination, illustration(s), and size. Another variable field is imprint, made up of the data elements place, publisher, date of publication.

Record

A record is a collection of fields treated as a unit. The information on a catalog card constitutes one example of a record.

Tag

A tag is a label which identifies a variable field.

Example: 100 ǂ main entry, personal name.

A tag always consists of three characters and for computer processing is always expressed as three numeric characters.

Indicator

An indicator is a one-character code which supplies additional information about a field. For purposes of input, an indicator generally will be inserted adjacent to the last character of the tag. The exceptions to this rule are

specified at the appropriate places in the rules that follow.

Example: 1001 = main entry, personal name--single surname

Numeric tag — Numeric indicator

The indicator in the example above (surname) could be used for arranging names according to library filing rules (single surnames precede multiple surnames). The kind of information expressed by an indicator can be quite different from field to field. In contrast to the above example, which expresses filing information associated with a personal name, the indicator for the title field in the following example indicates that the title will be used as an added entry.

Example: 2451 = title--added entry

Numeric tag — Numeric indicator

The MARC II format for monographs allows the use of two indicators for each variable field. Depending upon the field, zero, one, or two indicators are used.

Fields with which indicators are used are listed on pages 63-69 along with the kind of information contained in their respective indicators. An indicator is always expressed as a numeric character.

Delimiter

A delimiter is a special symbol used for machine manipulation to separate data elements within a field. The special symbol used as a delimiter is: ǂ

Example: Collation: 24 p. ǂ illus. ǂ 23 cm.

The delimiter in the above example is used to separate the data elements making up the collation, namely, pagination, illustrations, size.

Subfield codes

Subfield codes are lower case alphabetic characters used in conjunction with delimiters to identify data elements within a field. Taking an imprint as an example, its complete identification for the computer is as follows:

260 ǂa New York, ǂb Macmillan, ǂc 1968.

The tag 260 identifies the field "imprint." The delimiter and subfield code "a" identify and set off the place of publication. ǂb identifies and sets off the publisher. ǂc identifies and sets off the date of publication. Knowledge that is implicit to a human being looking at an imprint has been made explicit to a computer, that must discriminate between data elements that simply appear as a string of characters. Each field will have as many subfield codes as the number of data elements defined within the field. In the case of imprint, as we have just seen, the subfield codes are:

a - place

b - publisher

c - date

In the MARC II format for monographs the first data element in almost every field is identified by an "a." Since this condition will almost always obtain, it has been written into the computer programs, making it unnecessary for this code to be explicitly expressed on input whenever the first data element in the field is identified by subfield code "a." Thus the imprint can be tagged and delimited as follows:

260 New York, ǂb Macmillan, ǂc 1968.

The "a" code used to identify place of publication will be generated by the computer program and therefore must not be explicitly input.

CALL NUMBER (090)

This field contains the call number assigned to a book for which a catalog entry is being made for the first time into the OCLC system.

A. IDENTIFICATION.

1. Tag. The tag for the local call number is 090. It should appear in front of the call number.

2. Indicators. No indicators are used in either indicator position with the tag for this field.

3. Subfield codes and delimiters. Two data elements have been defined that require explicit identification by means of a delimiter followed by a subfield code.

a. Data elements in call numbers are identified by subfield codes as follows:

	Subfield code	Data element
a.	(never explicitly input when occurring as the first data element in the field)	Class number portion
b.		Book number portion

Examples:

Tag	Call Number
090	JK609 ǂb .M2
090	RT81.U6 ǂb N29
090	810.8 ǂb E346
090	266.0230924 ǂb B597

In a Library-of-Congress type call number, a delimiter and subfield code may be inserted between two Cutter numbers but never in the middle of such a number. Thus, when a Cutter number representing a further breakdown of a subject is expanded to indicate authorship, the call number is equivalent to the classification number. A delimiter and subfield code "b" are not required.

090	BX 6480.B54R8
090	HD4966.S4468

If this type of call number is followed by an edition date or volume number, insert a delimiter and subfield code "b" after the classification number.

090	BX 6480.B54R8 ǂb 1968
090	HC 517.S72C34 ǂb 1968

When Cutter numbers signify form, do not regard them as part of the classification.

090 H57 ǂb A3C2 where

A3 signifies documents.

Some dates follow the class number and precede the author number in the classification schedules to achieve a chronological rather than alphabetical order. Regard such dates as part of the classification; the delimiter and subfield code "b" follows such a date.

090 DK274.3 1968 ǂb K3

MAIN ENTRIES

A. INTRODUCTION.

Names or uniform titles may be used in a catalog record as author headings in main entries, subject entries, added entries, or series added entries. Author headings are names capable of authorship and include personal names, corporate names, and uniform titles. All other headings are non-author headings and include topical subjects and geographic names that are not political jurisdictions. In general, the steps necessary for preparing author headings for conversion to machine-readable form remain the same--except for the tags--regardless of the function of the heading, i.e., whether main entry, added entry, etc. Therefore, the procedures described in this section, although illustrated with examples using main entry tags, are applicable, with appropriate substitution of tags, to author headings used as subject entries, added entries, or series added entries. Instructions unique to any of these fields will be given with the instructions for the field.

Each type of entry is identified by the first character of the numeric entry tag as follows:

Numeric tag	Type of Entry
1	Main entry (author heading; (the absence of a main entry tag indicates entry under title.)
4	Series statement traced the same
6	Subject entry
7	Added entry
8	Series added entry traced differently from form in series statement

Author headings are divided into three categories. These categories remain the same regardless of the function of the heading, i.e., whether main entry, subject entry, added entry, or series added entry. The second character of the numeric entry tag defines the category according to the following code:

Numeric tag	
0	Personal name
1	Corporate name
3	Uniform title heading

One subtype of corporate names, names of meetings or conferences, is defined by the use of a "1" in the third character of the numeric entry tag; otherwise the third character of numeric entry tags is a zero.

Numeric tag	
10	Corporate name
11	Meeting or conference name

Rules 79, 88B, 119A, 131-135, and 137 of the ALA Rules and Rules 87-92A of the AA Rules determine the definition of a meeting or conference heading. The judgment as to whether a heading is a meeting or conference heading is made solely on the basis of the heading itself, regardless of the nature of the material with which the heading is used. In case of doubt, treat the heading as a

meeting or conference heading.

A uniform title heading is a title used as a bibliographic entry, i.e., main entry, subject entry, or added entry. It must be distinguished from those uniform titles, often called "conventional" or "filing" titles, which can be interposed in square brackets between the main entry and the transcription of the title page. Works entered under title (such as periodicals, encyclopedias, etc.), which have no main entry other than the title, are tagged 245. If these titles are used on other records as added entries or subject entries, they are tagged as uniform title headings.

Numeric tag	
130	Chanson de Roland
130	International review (Zürich)

B. PERSONAL NAMES.

1. Indicators. Indicators in the first position are used with personal names to describe the form of name to facilitate certain filing arrangements and in the second position to specify whether or not the main entry is also a subject. Personal names are divided into four categories.

These categories remain the same regardless of the function of the heading. A one-character indicator, placed immediately adjacent to the third character of the tag, identifies the category according to the following code:

Numeric indicator	Category
0	Forename
1	Single surname
2	Multiple surname
3	Name of family

Examples:

Numeric tag and indicator	Main entries
1000	John the Baptist (forename)
1001	Walpole, William Winchester (single surname)
1002	Johnson Smith, Geoffrey (multiple surname)
1003	Medici, House of (family name)

Although the distinction between forenames, single surnames, and multiple surnames is usually clear, some names (or phrases used as names) present ambiguities. The following guidelines should be used when assigning indicators for personal names. In the examples, only tags and indicators have been expressed.

a. Treat names having the structure of a forename (direct order) as forenames:

Numeric tag and indicator	Name
1000	Hildegrade
	Stendhal
	John, pseud.
	Homerus
	John the Baptist
	Moses Ben Jacob, of Coucy
	John of Salisbury, Bp. of Chartres
	Brother Bones
	Master of the Amsterdam Cabinet
	Pseudo-Brutus
	Ram Gopal
	Tran-van-Trai

b. Treat names having the structure of a surname (inverted order) as surnames:

Numeric tag and indicator	Name
1001	Chiang, Kai-shek
	Queen, Ellery, pseud.
	Other, A N

Main entries

Numeric tag and indicator	Name
1001	Callisthenes, Pseudo- Fénelon, François de Salignac de la Mothe- Sand, George, pseud. of Mme. Dudevant, 1804-1876 Corneille, Cornelis van Beverloo, known as, 1922- Theotocopuli, Dominico, called El Greco, d. 1614 Uccello, Paolo di Dono, known as, 1396 or 7-1475 Aungerville, Richard, known as Richard de Bury, Bp. of Durham, 1287-1345

c. Treat names known to be surnames but lacking forenames, as surnames:

Numeric tag and indicator	Name
1001	Clerckx. Smith. Smith, Smith, Mrs.

In case of doubt that a name is a surname, treat it as a forename:

1000	Howard. Zelda.

d. Treat surnames consisting of two or more words, with or without a hyphen, as multiple surnames. This includes names beginning with Old, New, East, North, Saint, Sainte, San, Santa, etc., all of which are words, not prefixes.

Numeric tag and indicator	Name
1002	Ben-Ami, Aharon Machado de Assis, Joaquim Maria Day-Lewis, Cecil Castel Branco, Camilo Saint-Gaudens, Augustus Santa Cruz, Alonso de Ben-Avram, Rachmael

e. Surnames consisting of multiple entry elements that include prefixes are not to be regarded as multiple surnames.

Numeric tag and indicator	Name
1001	De Morgan, Augustus De La Mare, Walter Van Buren, Martin La Fontaine, Jean de O'Connor, Denis

f. Second indicator. A "0" (zero) in the second indicator position specifies that the main entry is not a subject; a "1" specifies that the main entry is a subject.

2. Subfield codes and delimiters. Seven data elements have been defined which require explicit identification by means of subfield codes. The data elements are separated from one another in the data by a delimiter plus a subfield code. Of the seven data elements, five are integral parts of name headings themselves (surname or forename, numeration, title, date, relator). Two are data elements that are used in conjunction with names as subheadings (form subheadings, title).

a. Subfield code "a" - surname or forename. This subfield code is never explicitly input.

1001 Harris, Edwin (NO DELIMITER)

b. Subfield code "b" - numeration. This subfield code identifies Roman numerals used in the entry element of a name.

1000 Alexander ǂb I, ǂc Emperor of Russia
1000 Constantinus ǂb XI Dragases, ǂc Emperor of the East, ǂd d. 1453
1000 Friedrich ǂb I, ǂc Barbarossa, Emperor of Germany, ǂd 1121-1190.
1000 Mary, ǂc Consort of George V (NO DELIMITER)
1001 Evans, Montgomery, ǂc II

c. Subfield code "c" - title. This subfield code identifies all titles designating rank, office, nobility, terms of address, initials of an academic degree or denoting membership in an organization, or any other words or phrases associated with a name.

1001 Kames, Henry Home, ǂc Lord

1000 Anselm, ǂc Brother, F.S.C.

1000 Claude d'Abbeville, ǂc pere

1001 Aungerville, Richard, ǂc known as Richard de Bury, Bp. of Durham, ǂd 1287-1345

d. Subfield code "d" - date(s). This subfield code identifies birth, death, or flourished dates used with a name.

1001 Kames, Henry Home, ǂc Lord, ǂd 1696-1782

1000 Joannes de Rupescissa, ǂd 14th cent.

1001 Lin, Li, ǂd chin shih 1152

e. Subfield code "e" - relator. This subfield code identifies any phrases which describe the relationship between an author and a work (ed., tr., comp., etc.).

1001 Smith, Elsie, ǂd 1900-1945, ǂe ed.

f. Subfield code "k." This subfield code identifies form subheadings used with a name.

1000 Aristoteles. ǂk Spurious and doubtful works.

Headings for anonymous classics based on the lives of persons (headings consisting of personal names to which the term "Legend" has been added) are treated as personal name headings, and the word "Legend" is treated as a form subheading.

1000 Francesco d'Assisi, ǂc Saint. ǂk Legend.

No additional elements beyond a form subheading are identified or delimited.

1000 Cyprianus, ǂc of Antioch. ǂk Legend. Martyrium Cypriani et Justae.

g. Subfield code "t." This subfield code identifies a title used as a subheading with a name (rarely occurs in a main entry).

1001 Shakespeare, William, ǂd 1564-1616. ǂt Hamlet.

Note that in all the above examples, each data element present in any particular name (except the one occurring first) has been explicitly identified by the appropriate subfield code(s) and has been separated in the data from other data elements by a delimiter. Further examples of names illustrating the placement of delimiters follow:

Identification	Name
Forenames:	
1000	Joseph, ǂc Nez Percé chief
1000	Thomas ǂc (Anglo-Norman Poet) ǂd 12th cent.
1000	Chrestien de Troyes, ǂd 12th cent.
1000	Joannes Eleemosynarious, ǂc Saint, Patriarch of Alexandria, ǂd d. 616?
1000	Mary Just, ǂt Sister
Single surnames:	
1001	Small, Frank, ǂc Jr.
1001	Stuart, John, ǂc writer on aviation
1001	Queen, Ellery, ǂc pseud.
1001	Sand, George, ǂc pseud. of Mme. Dudevant, ǂd 1804-1876
1002	Dionysius Areopagita, Pseudo- (NO DELIMITER)
1001	Callisthenes, Pseudo- (NO DELIMITER)
Names of writers known under sobriquets, nicknames, etc. (treated as surnames for assigning indicators):	
1001	Corneille, Cornelis van Beverloo, ǂc known as, ǂd 1922-
1001	Uccello, Paolo di Dono, ǂc known as, ǂd 1396 or 7-1475
1001	Theotocopuli, Dominico, ǂc called El Greco, ǂd d. 1614
1001	Aungerville, Richard, ǂc known as Richard de Bury, Bp. of Durham, ǂd 1287-1345

C. CORPORATE NAMES (excluding names of meetings and conferences).

1. Indicators. Indicators in the first position are used with corporate names to describe the form of name to facilitate certain filing arrangements and in the second position to specify whether or not the main entry is a subject. Corporate names are divided into three categories. These categories remain the same regardless of the function of the heading. A one-character indicator, placed immediately adjacent to the third character of the tag, defines the category according to the following code:

Numeric indicator	Category
0	Surname (inverted)
1	Place, or place plus name
2	Name (direct order)

Examples:

Numeric tag and indicator	
1100	Little (Arthur D.) inc. (inverted surname)
1101	San Francisco. (place, or place plus name)
1101	San Francisco. Museum of Art. (place, or place plus name)
1102	Berlitz Schools of Languages of America. (name, direct order)

A "0" (zero) in the second indicator position specifies that the main entry is not a subject; a "1" specifies that it is a subject.

Treat names of ships as corporate names.

2. Subfield codes and delimiters. Four types of data elements have been defined which require either implicit or explicit identification by means of subfield codes. The data elements are separated from one another in the data

by a delimiter plus a subfield code. The four types of data elements identified are entry element, each corporate name or corporate subheading following the entry element, form subheadings, and title. Form subheadings and titles are data elements that are used in conjunction with names as subheadings.

a. Subfield code "a" - name or entry element. This subfield code is never explicitly input.

1101 San Francisco (NO DELIMITER)

1101 San Francisco. ǂb Museum of Art

b. Subfield code "b." This subfield code identifies each corporate name or corporate subheading following the entry element. In general, this code is used to identify each subheading for which an authority card is made.

1102 Bell and Howell. ǂb Micro Photo Division.

1101 U.S. ǂb Congress. ǂb House. ǂb Committee on Merchant Marine and Fisheries. ǂb Subcommittee on Fisheries and Wildlife Conservation.

1101 U.S. ǂb 87th Congress, 2d session, 1962. ǂb House.

1102 United Presbyterian Church in the U.S.A. ǂb Synods. ǂb Texas.

c. Subfield code "e" - relator. This subfield code identifies any phrases which describe the relationship between a corporate author and a work (plaintiff, complainant, defendant, respondant, etc.).

1102 Atchison, Topeka and Santa Fe Railway Company, et al., ǂe defendants.

1102 Eastman Kodak Company of New Jersey, ǂe defendant-appellant.

d. Subfield code "k." This subfield code identifies form subheadings used with a name.

1101 U.S. ǂk Laws, statutes, etc.

1102 Hittites. ǂk Laws, statutes, etc.

1102 Jews. ǂk Liturgy and ritual.

1102 British Museum. ǂk MSS. (Bruce 96)

No additional elements beyond a form subheading are identified or delimited unless the subheading is followed by a title in an author/title type heading. In such a case the title is identified by subfield code "t" (see Paragraph C.2.e below).

1102 Catholic Church. ǂk Liturgy and ritual. English.

1102 Orthodox Eastern Church. ǂk Liturgy and ritual. Menaion. English.

1101 Cambridge. ǂb University. ǂb Library. ǂk MSS. (Gg 4.27)

Note: Treat the Declaration of Independence and the Articles of Confederation as a form subheading.

1101 U.S. ǂk Declaration of Independence.

1101 U.S. ǂk Articles of Confederation.

e. Subfield code "t." This subfield code identifies a title used as a subheading with a name (rarely occurs in a main entry).

1101 U.S. ǂb Dept. of State. ǂt The Department of State bulletin.

Note that delimiters are not used between place name units separated by commas or parentheses.

1101 Quebec (Province) (NO DELIMITER)

1101 Medina, Ohio. ǂb Senior High School. ǂb Class of 1966.

1101 Washington (State) ǂb Pollution Control Commission.

D. CORPORATE NAMES - MEETINGS AND CONFERENCES.

1. Indicators. Indicators in the first position are assigned to names of meetings and conferences in the same manner as they are assigned to other corporate names, i.e., to describe the form of name in order to facilitate certain filing arrangements; indicators in the second position specify whether or not the main entry is a subject. Corporate names are divided into three categories. These categories remain the same regardless of the function of the heading. A one-character indicator, placed immediately adjacent to the third character of the tag, defines the category according to the following code:

Main entries

Numeric indicator	Category
0	Surname (inverted)
1	Place plus name
2	Name (direct order)

Examples:

Numeric tag and indicator	
1110	Mendel (G.) Memorial Symposium 1865-1965, Brűnn, 1965. (surname inv.)
1111	Paris. Peace Conference, 1919 (place plus name)
1112	Conference on Categorical Algebra, University of California, San Diego, 1965. (name, direct order)

A "0" (zero) in the second indicator position specifies that the main entry is not a subject; a "1" specifies that the main entry is a subject.

2. Subfield codes and delimiters. Eight data elements have been defined that require explicit identification by means of subfield codes (name, number, place, date, each corporate subheading, miscellaneous, form subheadings, title). The data elements are separated from one another in the data by a delimiter plus a subfield code.

a. The most frequently occurring data elements in names of meetings and conferences are those that are characteristic of this type of name, i.e., name, number, place, and date, identified by subfield codes as follows:

Subfield code	Data element
a	Name of meeting
b	Number of meeting
c (expressed only once though more than one place may occur in the heading)	Place held
d	Date held

These data elements occur most frequently in two patterns: name, number, place,

date; or name, place, date.

Numeric tag and indicator	Data
1112	Name, ǂb Number, ǂc Place, ǂd Date
1112	Name, ǂc Place, ǂd Date

Examples:

1112	Nobel Conference, ǂb 1st, ǂc Gustavus Adolphus College, ǂd 1965.
1112	Symposium on Physical Activity and the Heart, ǂc Helsinki, ǂd 1964.

Note that the place unit can be made up of the name of an institution and/or place name.

1112	Conference on Categorical Algebra, ǂc University of California, San Diego, ǂd 1965.

Note also that when the entry element for the name of a meeting or conference is a place name, a delimiter is not inserted between the place and the name. This is different from the procedure followed for other corporate names.

1111	Paris. Peace Conference, ǂd 1919.

b. Subfield code "e." This subfield code identifies each corporate subheading used with a name of a meeting or conference. Its use is similar to the use of subfield code "b" for other corporate names.

1112	International American Conference. ǂb 1st, ǂc Washington, D.C., ǂd 1889-1890. ǂe Delegation from Haiti.

c. Subfield code "g." This subfield code identifies any "miscellaneous" data elements that may occur in meeting or conference headings and which are not identified by any other subfield code.

1112	International Congress of Architects. ǂb 15th, ǂc Washington, D.C., ǂd 1939. ǂg (Projected, not held)

d. Subfield code "k." This subfield code identifies form subheadings used with a name and is used in the same manner as for other corporate names.

e. Subfield code "t." This subfield code identifies a title used as a subheading with a name (rarely occurs in a main entry).

1112 Symposium on Physical Activity and the Heart, ǂc Helsinki, ǂd 1964. ǂt Proceedings.

E. UNIFORM TITLE HEADINGS.

A uniform title heading is a title used as a bibliographic entry, i.e., main entry, subject entry, or added entry. It must be distinguished from those uniform titles, often called "conventional" or "filing" titles, which can be interposed in square brackets between the main entry and the transcription of the title page. Works entered under title (such as periodicals, encyclopedias, etc.) which have no main entry other than the title, are tagged 245. If these titles are used on other records as added entries or subject entries, they are tagged as uniform title headings.

Numeric tag	
130	Chanson de Roland
130	International review (Zürich)

Treat as uniform title headings, headings consisting of names of radio programs, motion pictures, etc., and names of anonymous works, and some treaties and intergovernmental agreements, concordats, composite manuscripts or manuscript groups which have been given uniform titles or designations.

130	Americans at work (Radio program)
	Elephant boy (Motion picture)
	Habakkuk commentary
	Book of Lismore
	Dead Sea scrolls
	Moabite stone
	Manuscript treatise on arithmetic. Latin. 14th cent.
	Versailles, Treaty of, June 28, 1919 (Germany).

Exceptions:

a. Treat headings for manuscripts having no name and consisting of the name of a repository followed by MS. and the respository's designation for the manuscript as corporate name headings.

1101 Cambridge. ǂb University. ǂb Library. ǂk MSS. (Gg. 4.27)

b. Treat headings for anonymous classics based on the lives of persons (headings consisting of personal names to which the term "Legend" has been added) as personal name headings.

1000 Francesco d'Assisi, ǂc Saint. ǂk Legend.

If, however, a heading consists of a holy thing to which the term "Legend" has been added, treat the heading as a uniform title heading.

130 Grail. Legend.

1. Indicators. No indicators in the first position are input for uniform title headings except when they are used as added entries (tag 730). A "0" (zero) in the second indicator position specifies that the main entry is not a subject; a "1" in the second position specifies that it is a subject.

2. Subfield codes and delimiters. Two data elements have been defined which require explicit identification by means of subfield codes (name, title).

a. Subfield code "a" - name or entry element. This subfield code is never explicitly input.

130 Chanson de Roland

130 International review (Zürich)

b. Subfield code "t." This subfield code identifies a title used as a subheading with a uniform title heading (rarely occurs in a main entry).

130 Chanson de Roland. ǂt The song of Roland.

130 Siège d'Orléans (Mystery play) ǂt Saint Joan of Orléans.

UNIFORM TITLE (240)

A. IDENTIFICATION.

1. Tag. Tag a uniform title 240.

2. Indicators. Add "1" as an indicator in the first position to the tag of a uniform title. The second indicator position is always blank.

Numeric tag and indicator	
2401	⌜Immigration and nationality act⌝

3. Subfield codes and delimiters. No subfield codes or regular delimiters are explicitly input for this field. Data elements are separated from one another by a delimiter plus a subfield code.

ROMANIZED TITLE (241)

Whenever the title in a record is in non-Roman characters, two sets of procedures must be followed: (1) the editing steps necessary to prepare the title field for input and (2) the editing steps necessary to prepare the "Title romanized" note for input.

A. TITLES IN NON-ROMAN CHARACTERS. The editing procedures for preparing for input a title field in non-Roman characters are very similar to those followed in preparing notes containing non-Roman characters (cf. paragraph B.2 of the section for bibliographic notes).

1. Titles in non-Roman characters will be romanized for input.

2. Delete the non-Roman characters, supply the romanized characters (from the "Title romanized:" note such as found in LC cataloging) followed by the phrase "(romanized form)", and enclose the romanized characters plus the phrase "(romanized form)" in brackets. The brackets are necessary to indicate that the characters which they enclose actually do not appear on the title page.

B. "TITLE ROMANIZED" NOTE. "A note beginning 'Title romanized' is included in the entry for each work the title of which is in non-Roman characters ... This note is placed in the lower right corner of the entry, following the tracing" (AACR 150). Observe the following procedures in editing the "Title romanized" note:

1. Tag. The tag for a romanized title is 241.

2. Indicators. Indicators are used to show the presence or absence of a simple title added entry (defined by the use of the word "Title." alone in the tracing). A one-character indicator, placed immediately adjacent to the third character of the tag specifies this condition according to the following code:

Numeric indicator	
0	"Title." not in tracing
1	"Title." in tracing

Note that this procedure is analagous to the one followed with respect to title added entries derived from the short title (245). The only difference is that in the case of a record with Roman alphabet characters, the title added entry, if any, is derived from the characters in the short title (245); in the case of a record with non-Roman characters at the beginning of the title field, the title added entry, if any, is derived from the characters in the "Title romanized:" note rather than from the title itself. This is done so that the characters actually used for the added entry are characters from Roman rather than non-Roman alphabets.

3. Subfield codes and delimiters. No subfield codes and delimiters are explicitly input for this field.

TITLE STATEMENT (245).

The title statement includes the title and all information up to, but not including, the next field (edition statement when present; otherwise, imprint). A full title is defined as the distinguishing name of any work and includes the alternate title and subtitle when present. In addition, a title statement may consist of components named and defined as follows:

Short title - that part of the title up to the first logical break--usually a punctuation mark. The short title is equal to the title added entry as defined by the word "Title." in the tracing. The word "Title." refers to that portion of the title which extends up to the first mark of punctuation, unless the cataloger has indicated otherwise. When the short title has not been defined by the presence of a simple title added entry in the tracing, the editor must make his own determination as to where the short title ends. In making this judgment, bear in mind that the short title should be long enough to identify the work and should also be comprehensible.

Remainder of the title - that part of the full title (including alternate titles, subtitles, other titles in the same language, titles in other languages) after the short title and extending up to the remainder of the title page transcription.

Remainder of the title page transcription up to the next field - that part of the title page transcription after the full title and extending up to the next field. The remainder of the title page transcription generally includes statements of authorship, illustration, etc.

A. IDENTIFICATION.

1. Tag. The tag for title is 245.

2. Indicators. Indicators in the first position are used to show the presence or absence of a simple title added entry. If the title is to be traced, the computer program will automatically create "I. Title." as a tracing. A one-character indicator, placed immediately adjacent to the third character of the tag specifies this condition according to the following code:

Numeric indicator	
0	"Title." not to be in tracing
1	"Title." automatically put in tracing

Examples:

2450	Chinese medicine, by Pierre Huard. (NO TITLE ADDED ENTRY)
2451	Messenger to the golden people; the story of Lennie Iglesias by Margaret G. Iglesias (TITLE ADDED ENTRY)

The second indicator position is always blank.

3. Subfield codes and delimiters. Three data elements have been defined which require explicit identification by means of subfield codes (short title, remainder of title, remainder of title page transcription up to the next field). The data elements are separated from one another in the data by a delimiter plus a subfield code.

a. Subfield code "a" - short title. This subfield code is never explicitly input.

2451 Sold for silver. 1st ed.

The indicator specifies that a title added entry is to be made. No delimiter is required in the title because it consists of only one component. No delimiter is necessary to separate the title statement from the edition statement because the latter will receive its own tag which also serves as a separator between fields.

Observe the following practices with respect to delimiting short titles:

1) Titles with dates that take the form "1964-1968": delimit the short title after the date.

2451 Disarmament and Soviet policy, 1964-1968, ǂc
by Thomas B. Larson.

2) Titles with a colon as first mark of punctuation: delimit the short title on the basis of the next logical break after the colon.

2451 Canada 2067: Canada in the next century, ǂc by John Smith.

3) Titles with brackets in the middle of the data: exercise judgment and delimit the short title on the basis of the next logical break after the bracketed data.

2451 Catalogue of musical instruments [in the] Victoria and Albert Museum ǂc [by] Raymond Russell.

b. Subfield code "b" - remainder of the title.

2451 Sold for silver; =b an autobiography, =c by Janet Lim.

The indicator specifies that a title added entry is to be made. The delimiter after "silver;" separates the short title from the remainder of the title and in so doing specifies for the computer the characters comprising the title added entry. This same delimiter also specifies where the "remainder of the title" begins and the delimiter after "autobiography" specifies where it ends.

c. Subfield code "c" - remainder of the title page transcription up to the next field.

2451 Sold for silver; ǂb an autobiography, ǂc by Janet Lim.

The indicator specifies that a title added entry is to be made. The computer program will add "I. Title." as a tracing. The delimiter after "autobiography," separates the remainder of the title from the remainder of the title page transcription up to the next field. This delimiter specifies for the computer the characters comprising the full title of a work.

The following examples further illustrate the assignment of subfield codes and placement of delimiters for titles:

2451 Myrdal, Gunnar, 1898-
Monetary equilibrium. New York, A.M.
Kelley, 1965.

The title consists of only one component identified by subfield code "a," which is never explicitly input.

2451 Culver, Eloise Crosby.
Great American Negroes in verse, 1723-1965. ǂc
Illustrated by Lois Mailou Jones. ⌜Washington, |
Associated Publishers, c1966⌝

The title consists of two components: short title and remainder of title page transcription up to the next field. Subfield code "a," which identifies the short title component, is not explicitly input. Subfield code "c" identifies the remainder of the title page transcription up to the next field.

2451 Blanchard, William H.
Rousseau and the spirit of revolt; ǂb a
psychological study, ǂc by William H. Blanchard.
Ann Arbor, University of Michigan Press ⌜1967⌝

2451 Mosonyi, Esteban Emilio.
Los yaruros de Guachara ǂb (to-anabE kjOrO
jiri pumE guidirO) Ensayo de planificacion
indigenista integral. Caracas, 1965.

2450 Hommage a Henri Berr (1863-1954); ǂb commemoration
du centenaire de sa naissance. ⌜Paris⌝
Éditions A. Michel ⌜1965⌝

The example beginning with "Hommage" illustrates a work entered under title. Since there is no title added entry, the indicator used is "0." The title statement consists of a short title and the remainder of the title. The short title should be long enough to identify the work and give an adequate sense of its nature.

2451 Witvrouw, Marcel.
Le comportement humain. ǂb L'homme dans
la société ǂc ⌜par⌝ M. Witvrouw et R.
Remouchamps. Bruxelles ...

2451 Bento, Antônio.
Panorama da pintura moderna brasileira. ǂb Panorama de la peinture moderne bresilienne. Panorama of modern Brazilian painting. ǂc Text by Antonio Bento; ⌜comments on the pictures by José Paulo Moreira da Fonseca. Rio de Janeiro?⌝ EdiArte, 1966-

The example under Bento illustrates a record with a title in several languages. The two titles after the first (short title) make up the remainder of the title and are identified by subfield code "b".

2451 Dumas, Alexandre, 1802-1870.
La Reine Margot. ǂb ⌜Roman.⌝ ǂc Pref. de Gilbert Sigaux. Lausanne, Ed. Rencontre, 1967.

2450 Descartes, René, 1596-1650.
Descartes. ǂb ⌜Selección de textos; ǂc estudio preliminar de⌝ Risieri Frondizi. ⌜Buenos Aires⌝ Centro Editor de America Latina ⌜1967⌝

2451 Avéroff, Michelle.
Jadis en Romanie ... ǂc Introduction de M. Andre Mirambel ... Paris, les Belles lettres, 1965.

2450 U.S. Library of Congress. Map Division.
A list of maps of America in the Library of Congress. ǂb Preceded by a list of works relating to cartography, ǂc by P. Lee Phillips, Chief of the Division of Maps and Charts. New York, B. Franklin ⌜1967?⌝

2450 Sucre, Venezuela
Anteproyecto: Plan de desarrollo económico y social del estado Sucre; ǂb primera presentación (1960) a la Asamblea Legislativa. ⌜Cumaná, Impr. del Estado, 1960?⌝

2450 London. University. Institute of Germanic Studies.
Hofmannsthal; studies in commemoration. ǂc Edited by F. Norman, director. London, 1963.

Note that in the example under London the semicolon following Hofmannsthal is the first logical break, but a delimiter at this point would result in only "Hofmannsthal" appearing in a title listing. Since this is less informative than "Hofmannsthal; studies in commemoration," the short title would be better extended through "commemoration." In reality, the "short title" and the full title become the same, identified by subfield code "a," which is not explicitly input.

```
2451        1842 ⌐i.e. Mil ocho cientos cuarenta
            y dos¬; ǂb panorama y significación del
            moviemiento literario.

2451        Dr. ⌐i.e. Doktor¬ Katzenberger's Bad-Reise.
```

The two examples above illustrate titles beginning with numerals or abbreviations in which words have been supplied and enclosed within brackets. For purposes of inserting delimiters, the words in brackets are regarded as part of the data element to which they refer.

EDITION STATEMENT (250)

The edition statement includes the edition statement proper and any other information up to the imprint.

A. IDENTIFICATION.

1. Tag. The tag for edition statement is 250.

2. Indicators. No indicators are used in either position with this field.

3. Subfield codes and delimiters. Two data elements have been defined which require explicit identification by means of subfield codes (edition statement proper and remainder of information up to the imprint). The data elements are separated from one another in the data by a delimiter plus a subfield code.

a. Subfield code "a" - edition statement proper. The edition statement proper includes all descriptive words and numbers describing the edition up through the word "edition" or its equivalent and any terms such as "revised" or "enlarged" which immediately follow it. In general, the edition statement should contain sufficient information to distinguish it from another edition. This subfield code is never explicitly input.

250 ⌐1st English-language ed.¬

250 ⌐1st ed. in the U.S.A.¬

250 1st ed., revised impression.

250 Lambert, Johann Heinrich, 1728-1777.
Philosophische Schriften. Hrsg. von Hans Werner Arndt.
(Nachdruck der Ausg. 1764-71)
Hildesheim, Gg. Olms, 1965.

250 Hillebrandt, Alfred, 1853-1927
Vedische Mythologie.
(Reprografischer Nachdruck der 2. veränderten Aufl. Breslau 1927-29)
Hildesheim, Gg. Olms, 1965.

b. Subfield code "b" - remainder of information up to the imprint after the edition statement proper.

Numeric tag	
250	2d ed., rev. and enl. ǂb by W. H. Chaloner.
250	New rev. and enl. ed. ǂb With appendix: the coins and banknotes of the British Mandatory Government of Palestine.
250	3d ed., completely revised and brought up to date. ǂb With a foreword by J. Jones.
250	4. Aufl. ǂb Mit 55 Abbildungen. (Übers. aus dem Russischen von Hardwin Jungclaussen)

IMPRINT (260).

A. IDENTIFICATION.

1. Tag. The tag for imprint is 260.

2. Indicator. The publisher is sometimes omitted from the imprint because it is the same as the main entry (AACR 140D). When this occurs, an indicator in the first position will show whether the name of the publisher is to be found in the main entry as follows:

Publisher is not main entry	0
Publisher is main entry	1

The second indicator position is always blank.

3. Subfield codes and delimiters. Three data elements have been defined which require explicit identification by means of subfield codes in the identification block (place, publisher, date). The data elements are separated from one another in the data by a delimiter plus a subfield code.

a. The data elements in imprints are identified by subfield codes as follows:

Subfield code	Data element
a (never explicitly input when occurring as the first data element in the field)	Place
b	Publisher
c	Date

These data elements occur most frequently in four patterns; therefore, implicit identification blocks may be used to represent these patterns as follows:

Numeric tag	Data
260	Place, ǂb Publisher, ǂc Date
260	Place, ǂa Place, ǂb Publisher, ǂc Date
260	Place, ǂa Place, ǂa Place, ǂb Publisher, ǂc Date
260	Place, ǂb Publisher, ǂa Place, ǂb Publisher, ǂc Date
260	Place, ǂc Date
260	Place, ǂa Place, ǂa Place, ǂa Place, ǂb Pub, ǂc Date

b. The abbreviations "n.p.," meaning "no place," and "n.d." meaning "no date," are to be regarded as data elements.

260 ⌜n.p.⌝ ǂb Smith, ǂc 1968.

260 New York, ǂb Smith ǂc ⌜n.d.⌝

c. The data element "publisher" may include distributing agents or other kinds of statements. Regard all such statements as part of the "publisher" data element.

260 Washington, ǂb Published for the Library of Congress by the Gertrude Clarke Whittall Poetry and Literature Fund; ⌜for sale by the Superintendent of Documents, U.S. Govt. Print. Off.⌝ ǂc 1964.

260 Manila, ǂb Philippine Education Foundation; distributed by University Book Supply, ǂc 1961.

260 Madrid, ǂb Editorial Razón y Fe; exclusiva de venta: Ediciones FAX ǂc ⌜1963 ⌝

d. The data element "date" may include more than one date.

260 New York, ǂb Smith, ǂc 1965, c1964.

Examples of imprints:

Numeric tag	
260	Hanley, Stoke-on-Trent, ǂb Central Library, ǂc 1967.
260	Graz, ǂa Wien, ǂa München, ǂb Universal Verlags- und Vertriebsgesellschaft ǂc (1966)
260	London, ǂb Macmillan; ǂa New York, ǂb St Martin's Press, ǂc 1961 ⌜c1960 ⌝
	Paris, ǂb Impr. Vincent, ǂc 1798 ǂa ⌜i.e. Bruxelles, ǂb Moens, ǂc 1883 ⌝

COLLATION (300)

A. IDENTIFICATION.

1. Tag. The tag for the collation is 300.

2. Indicator. No indicators are used in either position with this field.

3. Subfield codes and delimiters. Three data elements have been defined which require explicit identification by means of subfield codes (paging or volume(s), illustrations, height). The data elements are separated from one another in the data by a delimiter plus a subfield code.

a. The data elements in the collation are identified by subfield codes as follows:

Subfield code	Data element
a (never explicitly input when occurring as the first data element in the field)	Paging
b	Illustrations
c	Height

These data elements often occur in the following pattern: paging, illustrations, height.

Numeric tag	
300	Paging, ǂb Illustration, ǂc Height
300	Paging, ǂc Height

b. When the two parts of the collation devoted to paging and illustrative matter are combined, treat the data as the "paging" subfield.

300 vi, 201 p. (p. 198-201 advertisements) ǂb maps. ǂc 22 cm.
300 120 p. (chiefly illus., maps, ports.) ǂ 25 cm.

300 1 v. (chiefly illus., maps) ǂc 25 cm.

300 1 portfolio ([2]ℓ, 72 plates) ǂc 25 cm.

300 74 p., 15 p. of music ǂc 25 cm.

300 8ℓ., 65 p. of illus. ǂc 25 cm.

300 270 p. with illus. ǂc 21 cm.

300 83 maps. ǂc 33 cm.

300 60 p., 60 col. plates. ǂb 15 illus. (part col.) ǂc 32 cm.

300 geneal. table. ǂc 55 x 43 cm. fold. to 43 x 31 cm.

c. Volumes or portfolios consisting of plates and not numbered consecutively with the other volumes of a set are specified separately in the collation. For purposes of inserting the delimiter and subfield code, regard such volumes or portfolios as part of the "paging" data element.

300 3 v. and atlas (10 plates) ǂc 30 cm.

300 169 p. and atlas (3ℓ., 18 plates) ǂc 28 cm.

300 3ℓ., 100 p. ǂb illus. ǂc 25 cm. ǂa and portfolio (24 plates) ǂc 30 cm.

300 6 v. ǂb illus., maps. ǂa and 3 atlases (maps, plates) ǂc 22 cm.

300 9 v. in 11. ǂb maps, plates. ǂa and atlas (2 v. maps) ǂc 26 cm.

BIBLIOGRAPHIC PRICE (350)

The price (or prices) of an item may occur in the record.

A. FORM IN WHICH RECORDED. The price appears in a variety of forms, summarized as follows:

1. The price appears after the size or the series statement, as the case may be.

2. In general, the price is recorded without an abbreviation for the name of the currency and in the form 0.00, e.g.

2.50
4.00
12.00
0.75

3. The price may contain a dollar sign, e.g., $4.50, $0.50, etc. In the case of countries using pounds, shillings, and pence, three "places" are provided if the price includes pounds and two "places" if the price includes shillings and pence, e.g.

3/14/-	i.e. 3 pounds, 14 shillings, no pence
14/-	i.e. no pounds, 14 shillings, no pence
-/10	i.e. no pounds, no shillings, 10 pence

4. In the case of the Italian lira and the Japanese yen, the decimal point and the two zeros to its right will not be added, e.g.

186
900

5. In some instances the price field will contain information following the number used to specify the price, e.g.

350 Saudi riyals
43 Mexican pesos
4.95 per vol.
12.50 (v. 1); 0.50 (v. 2)
12.50 (v. 1) varies
12.50 (v. 4)
1.20 (pbk)
12.00 (de luxe binding)
6.00 (to members)
15.00 (on subscription)

6. In some instances the price field will contain multiple prices, e.g.

47/6 ($5.75)
2.00 (2.15 Can)
12.50 (v. 1); 0.50 (v. 2)

7. In some instances the price field will contain the designations "unpriced," or "gratis."

B. IDENTIFICATION.

1. Tag. The tag for bibliographic price is 350.

2. Indicator. No indicators are used in either position with this field.

3. Subfield codes and delimiters. Each occurrence of a price is treated as a data element and is identified by subfield code "a." If two or more prices occur, insert a delimiter and subfield code between each price.

350 47/6 ǂa ($5.75)

350 12.50 (v. 1) ǂa 0.50 (v. 2)

SERIES STATEMENT

Each series statement is treated as a variable field and is tagged accordingly. A distinction is made between series traced the same as in the series statement and those traced differently or not at all. This distinction is made because in a machine record the appropriate tracing and the appropriate series added entry can be generated from the series statement itself as long as the data in the series statement and the tracing are the same. It then becomes unnecessary to input the series tracing at all. However, if the series is traced in a form different from that in the series statement, the series added entry itself must be tagged and input along with the other added entries in the tracing.

A further distinction is made between author/title series and title series.

A. AUTHOR/TITLE SERIES STATEMENT. The series added entry will be automatically traced in the same form (represented by "(Series)" or "Series:" followed by the data in the same form as in the series statement).

Numeric tag	
400	Personal name/Title
410	Corporate name/Title
411	Meeting or conference name/Title

1. Tag. Construct the tag according to the instructions in the section "Main Entries," substituting a "4" as the first digit of the numeric tag.

2. When the author in an author/title series is represented by the possessive pronoun Its, His, or Her, refer to the main entry for the author portion of the series statement. When the computer prints an added entry, it will substitute the main entry for Its, His, or Her.

1102 New York University. ǂb C. J. Devine Institute of Finance.
The commercial banks in a changing world ...

4102 (Its ǂt Bulletin, ǂv no. 26)

3. Indicators. Indicators in the first position are the same as those described in the section "Main Entries." A "0" (zero) in the second position specifies that the author of the series is not a main entry; a "1" specifies that the author is a main entry.

4. Subfield codes and delimiters. Insert a delimiter and subfield code "t" between the author element and the title element in an author/title series statement (see example above).

a. When the series is numbered, insert a delimiter and a subfield code "v" between the number and the rest of the series (see example above).

B. TITLE SERIES STATEMENT. The series added entry will be automatically traced in the same form (represented by "(Series)" or "Series:" followed by the data in the same form as in the series statement).

1. Tag. Write the tag 440 in front of the series statement.

440 (Developmental medicine and child neurology. Supplement ǂ no. 5)

2. Some series statements may consist of two elements, in which the first element is itself a title (e.g., the name of a periodical or a monographic series) and the second element is an element related to or dependent upon the first element (e.g., a subseries).

(Better homes and gardens. Holiday cookbook series, 6)

(Élites et responsabilités. Journées d'études)

Treat this type of series statement as a title series statement, not as an author/title series statement.

440 (Better homes and gardens. Holiday cookbook series, ǂv 6)

440 (Élites et responsabilités. Journées d'études)

In this type of series, the first element may occur as the main entry and be represented in the series statement by the possessive pronoun Its. In this situation, the main entry will be tagged as a uniform title heading. Nevertheless, the series statement should be tagged 440. Since the series is regarded as a title series, no delimiter and subfield code should be inserted to separate the two elements of the series statement.

```
130     Better homes and gardens.
2451       Christmas cook book ...
440     (Its Holiday cookbook series, ǂv 6)

130     Sunset.
2451       Barbecue cookbook ...
440     (Its Cookbooks)
```

3. Indicators. No indicators are used in either position with this field.

4. When the series is numbered, insert a delimiter and subfield code "v" number and the rest of the series (see example above).

C. SERIES STATEMENT NOT TRACED OR TRACED DIFFERENTLY. This type of series is not traced or traced in a form different from that in the series statement.

1. Tag. Write the tag 490 in front of the series statement.

2. Indicator. An indicator is used in the first position to show whether the series is traced or not as follows:

Numeric indicator	
0	Series is not traced (untraced)
1	Series is traced in different form from series statement.

Place the appropriate indicator immediately adjacent to the third character of the tag in the identification block.

4900 (Loeb classical monographs) (NOT TRACED)

4901 (Schriften des Vereins fur Socialpolitik, n.F., Bd. 28) (TRACED IN DIFFERENT FORM)

Note that this tag is used when (as in some series-subseries combinations) there is only one series statement but more than one series traced.

4901 U.S. Dept. of State
Confuse and control: Soviet techniques in Germany ...
(Its Publication 4107. European and British Commonwealth series, 17)

8101 U.S. ǂb Dept. of State. ǂt Publication ǂv 4107.

8101 U.S. ǂb Dept. of State. European and British Commonwealth series, ǂv 17)

The second indicator position is always blank.

D. SERIES STATEMENT WITHIN A GENERAL NOTE. Occasionally a series statement will occur within a general note. Tag only the general note, not the series statement.

500 Photo-offset. Spartanburg, S. C., Reprint Co., 1968. (New York heritage series, no. 4)

BIBLIOGRAPHIC NOTES

Each note is treated as a separate variable field and is tagged accordingly. The various types of notes and their tags are as follows:

Numeric tag	Type of note
500	General notes
501	"Bound with" notes
502	Dissertation note
504	Bibliography note
505	Contents note (formatted)
520	Annotation or abstract

When a record contains more than one note, repeat the numeric tags.

No subfield code or delimiters in the data are explicitly input.

Use the following guidelines in assigning the appropriate tags to notes. Where relevant, the corresponding rule number of the Anglo-American Cataloging Rules is given. Consult these rules for a full description of the type of note.

1. General notes (500). Treat as general notes all notes that do not otherwise fit into the categories specified.

No indicators or subfield codes are used.

2. "Bound with" note (501) (AACR 146). A note specifying that a work is bound with another work. No indicators or subfield codes are used. "Bound with" notes usually begin with the words:

Bound with

With, as issued,

In case, as issued, with

3. Dissertation note (502) (AACR 147). Usually a brief formal note giving the designation of a dissertation and the institution to which it was presented. No indicators or subfield codes are used. Examples:

Thesis--Yale.

Thèse--Lyon.

Inaug.-Diss.--Heidelberg.

A biographical sketch of the author accompanying his thesis is noted as "Vita." Treat such a note as a general note. Use the tag "502" only for the type of note that explicitly states that a work is a thesis. If a note is of the type that relates the work in hand to a thesis ("Based on ..."; "First published as ..."), treat it as a general note.

4. Bibliography note (504) (AACR 149). A note indicating that a work contains a bibliography, discography, filmography, or some kind of bibliographical apparatus. Usually the note consists of the word "Bibliography:" followed by page references. No indicators or subfield codes are used. Examples:

Bibliography: p. 25-35.

Bibliographical footnotes.

Includes bibliographies.

"Reading lists": p. 851-910.

Discography: p. 150-152.

5. Contents note (formatted) (505) (AACR 149). A note appearing in formatted form after the words "Contents" or "Partial Contents" specifying the contents of a work. Treat those contents notes that appear as informal statements as general notes.

Contents notes beginning with the word "Contents" are divided into two groups. When the cataloger has the entire set at hand, the contents note is considered to be "complete." When the cataloger has only a portion of the set at hand, the contents note reflects the available volumes and the note is considered to be "incomplete."

"Partial contents" is used when the cataloger has the entire set at hand but chooses to describe only a portion of the set in the contents note. These three types of contents will be specified by means of an indicator in the first position as follows:

Numeric indicator	Condition	
0	Contents.--	"complete"
1	Contents.--	"incomplete"
2	Partial Contents.--	"complete"

The words "Contents.--" or "Partial Contents.--" preceding a formatted contents note will not be carried in the machine-readable record. Therefore, do not insert these words preceding a contents note.

The second indicator position is always blank.

6. Annotation (520). Annotations appear on records that have been designed for a catalog of children's literature.

SUBJECT ADDED ENTRIES

Each subject added entry is treated as a variable field and is tagged accordingly.

A. IDENTIFICATION.

Seven categories of main subject headings have been defined:

Numeric tag	
600	Personal name
610	Corporate name (excluding political jurisdiction alone)
611	Meeting or conference name
630	Uniform title heading
650	Topical subject heading
651	Geographic name (including a political jurisdiction alone or with subject subdivision)
690	Local subject headings.

Note that the first four categories are categories common to other types of entries and are to be tagged, formatted, and delimited according to the instructions in the section "Main entries." Substitute a "6" as the first character of the numeric tag. Indicators in the first position are the same as those prescribed in the section "Main Entries." In the second position, a "0" (zero) designates a LC subject heading; a "1", a subject heading assigned for use in a children's catalog; a "2", an NLM subject heading; a "3", an NAL subject heading. When a record contains more than one subject added entry, use a separate tag for each tracing.

1. Tags. Write a tag in front of each subject added entry.

a. Personal names (600). This category includes:

1) Names of actual persons, capable of authorship.

2) Names of persons used with the phrase "in fiction, drama, poetry, etc." Use the appropriate indicators for the first position and subfield codes. Treat the phrase "in fiction, drama, poetry, etc." as a form subheading and identify it with a delimiter and subfield code "k".

6001 Shakespeare, William, ǂd 1564-1616, ǂk in fiction, drama, poetry, etc.

3) Names of families.

4) Titles of books entered under personal author.

6001 Gide, Andre´ Paul Guillaume, ǂd 1869-1951. ǂt Prometheus misbound.

b. Corporate names (610,611). This category includes:

1) Names of organized bodies, established under their own names or under the political jurisdiction in which they are located or of which they are a part. (The name of a political jurisdiction standing alone is tagged 651. See category e.)

2) Names of entities such as ships, which are sometimes used as author headings.

3) Titles of books or serials entered under corporate author.

1102 Fertilizer Corporation of India, ltd. ǂb Planning and Development Division. ǂt Quarterly bulletin. Supplement.

c. Uniform title headings (630). This category also includes all titles of works entered under title such as "The Atlantic."

d. Topical subject headings (650). This category is a very broad category, best described as including all subject headings not belonging to any of the other categories that have been defined. A representative but by no means exhaustive listing of the kinds of subject headings identified as topical follows:

1) General terms of the type included in the LC list of subject headings, e.g., "dogs"; "chemistry."

2) Systematic names of families, genera, and species in botany and zoology, and chemical compounds.

3) Names of events and holidays, e.g., Battle of Tannenberg; Red Wing Potteries Strike, 1967; Phoenix Park Assassination, 1882.

4) A wide variety of names or terms applied to individual objects or classes of objects, e.g.:

Neo (Artificial language)
Zinov'ev letter
Arthur Olaf Andersen Japanese Print Collection
Mauser pistol
AUNTIE (Computer system)
Rolls-Royce automobile
Caracas. Bolivar Statue
Beechcraft 17 (Aeroplanes)
Canadian intelligence test
Space flight to Mercury

Babwende (Bantu tribe)
Operation Long Jump

5) Exception: When a subject heading consists of a personal name in catalog entry form followed by the phrase "in fiction, drama, poetry, etc.," treat the name in the same manner as personal names. Use tag 600, the appropriate indicators, and the appropriate subfield codes. See paragraph A.1.a.2) of this section.

e. Geographic names (651). This category includes:

1) Political jurisdictions--alone or subdivided by subject terms.

651 France.

651 France-- ǂx Bibliography.

651 U.S.-- ǂx Description and travel.

Political jurisdictions subdivided by names of organized bodies are considered corporate names, category b above.

6101 France. ǂb Ministère des affaires étrangères.

6101 U.S. ǂb Dept. of State.

There are some headings that have the appearance of the type just discussed, but are actually headings consisting of non-administrative entities (e.g., neighborhoods in cities) entered under a place. Headings of this type (e.g., Chicago. Kenwood) are tagged as geographic names (651), not as corporate names (610).

2) Natural features, e.g., bays, capes, rivers, mountains, deserts, etc.

3) Geographical regions and celestial bodies, e.g., names of continents, land masses, planets, stars, etc.

4) Archeological sites.

5) Parks (not capable of authorship), etc.

f. Local subject headings (690). This category includes subject headings for which there is no provision elsewhere.

2. Indicators. Subject headings tagged 690 have no indicators. Otherwise, two indicators are used with each subject added entry: one to describe the form of name and one to identify the source of the subject heading.

a. First indicator--form of name.

1) Fields 600, 610, and 611. For these fields, select the indicator which describes the form of name according to the instructions in the section "Main entries."

2) Fields 630, 650, and 651. Since no indicators describing form of name have been defined for these fields, the first indicator position is automatically set to a null condition by program. The null condition, which means that no "intelligence" is being carried in the indicator position, is represented graphically on the cathode ray tube screen as a blank.

b. Second indicator--source of subject heading. A second indicator is used with each subject added entry to identify the source of the subject heading according to the following code:

Numeric indicator	
0	Regular LC subject heading
1	Subject heading assigned for use in a children's catalog
2	NLM subject heading
3	NAL subject heading
4	Subject heading supplied by one of various other libraries

3. Subfield codes. Use the appropriate subfield codes according to the instructions in the section "Main entries." Use additional subfield codes as follows:

a. Fields 650 and 651. Whenever these fields contain headings consisting of names or terms entered under place, subfield code "a" identifies

the entry element and subfield code "b" identifies the data element following the entry element. This treatment is analogous to that given corporate names entered under place. Since the data element identified by subfield code "a" occurs first, subfield code "a" should not be explicitly input; subfield code "b" should always be explicitly input with a delimiter.

650 Caracas. ǂb Bolivar Statue.

651 Chicago. ǂb Kenwood.

b. The phrase "in fiction, drama, poetry, etc." This phrase is used with personal names. Treat the phrase as a form subheading and identify it with a delimiter and subfield code "k".

6001 Shakespeare, William, ǂd 1564-1616 ǂk in fiction, drama, poetry, etc.

c. Subject subdivisions. Each subject subdivision is identified as follows:

Subfield code	Data element	includes
x	Subdivisions other than period or place	
y	Period subdivision	Early works to 1800 Early works to 1900
z	Place subdivision	Pre-Linnaean

As with other data elements, subject subdivisions must be marked off in the data by a delimiter and a subfield code. Moreover, the delimiter and subfield code will serve as a substitute for the dash which should not be inserted.

650 Art ǂx History ǂy 19th century.

650 Zoology ǂz Cocos Island.

6001 Sheridan, Philip Henry, ǂd 1831-1888 ǂx Juvenile fiction.

651 Gt. Brit. ǂx History ǂy Puritan Revolution, 1660 ǂz Sources.

Assigning subfield codes for subject subdivisions is a straightforward procedure in the majority of instances. The following guidelines summarize these procedures and point out two exceptions:

1) All subject added entries with a subject subdivision(s) require the explicit expression of all subfield codes (except "a" when it identifies the first data element).

d. Author/title subject added entries with subject subdivision. Only a general subject subdivision (identified by subfield code "x") may occur with an author/title subject added entry.

ADDED ENTRIES (EXCLUDING SUBJECT AND SERIES)

Each added entry is treated as a variable field and is tagged accordingly.

A. IDENTIFICATION.

Six categories of added entries have been defined:

Numeric tag	
700	Personal name
710	Corporate name
711	Meeting or conference
730	Uniform title heading
740	Title traced differently
710	Name not capable of authorship

Note that the first four categories are categories common to other types of entries and are to be tagged, formatted, delimited and subfield coded according to the instructions in the section "Main entries." Substitute a "7" as the first digit of the numeric tag. When a record contains more than one added entry, use a separate tag for each entry.

1. Tags. Write the tag in front of each added entry.

a. Personal names (700). This category includes:

1) Names of actual persons, capable of authorship.

2) Titles of books entered under personal author.

70011 Gide, Andre´ Paul Guillaume, ǂd 1869-1951.
ǂt Prometheus misbound.

b. Corporate names (710,711). This category includes:

1) Names of organized bodies, established under their own names or under the political jurisdiction in which they are located or of which they are

a part. Political jurisdictions standing alone are included in this category.

2) Names of entities such as ships, which are sometimes used as author headings.

3) Titles of books or serials entered under corporate author.

71021 Fertilizer Corporation of India, ltd. ǂb
Planning and Development Division. ǂt
Quarterly Bulletin. Supplement

4) Names not capable of authorship (see A.1.e below).

c. Uniform title headings (730). This category also includes all titles of works entered under title such as "The Atlantic."

d. Title added entries.

1) Traced the same. A title added entry which takes the same form as the short title is represented in the tracing by the word "Title." When the title added entry is the same as the short title, it will not exist as a separate field in the machine-readable record, but there will be an indicator for the title statement which may be used to generate automatically a title added entry and the word "Title." and its appropriate numbering in the tracing.

2) Traced differently. Tag a title added entry which takes a form different from that of the short title 740. Such added entry tracings consist of the word "Title:" followed by data. The word "Title:" and its appropriate numbering will be generated automatically by the computer on output.

e. Names not capable of authorship (710). This category refers to names used as added entries under the provisions of AACR 33L. Treat such names as though they were corporate names, and use tag 710.

71021 Arthur Olaf Andersen Japanese Print Collection.

2. Indicators. Two indicators are used with each added entry: one to describe the form of name and one to identify the type of added entry (to facilitate the arrangement of a file).

a. First indicator--form of name.

1) Fields 700, 710, and 711. For these fields, select the indicator which describes the form of name according to the instructions in the section "Main entries."

2) Fields 730, and 740. Since no indicators describing form of name have been defined for these fields, the first indicator position is automatically set to a null condition by program. The null condition, which means that no "intelligence" is being carried in the indicator position, is represented graphically on the cathode ray tube screen as a blank.

b. Second indicator--type of added entry. A second indicator is used with each added entry to identify the type of added entry according to the following code:

Numeric indicator	
0	Alternative entry
1	Secondary entry
2	Analytical entry

The above three types of added entries have been defined in order to facilitate the arrangement of a file. Each type of added entry may be subfiled by a different data element.

1) Alternative entries: A "0" (zero) indicator will show that the added entry could be subfiled by title. Use this indicator when an added

entry is likely to be thought of as an author of the work. The following categories are typical:

(a) Most corporate added entries.

71010 U.S. ǂb Library of Congress.

(b) Personal added entries without designation of function.

71000 Kames, Henry Home, ǂc Lord, ǂd 1696-1782.

(c) "Joint author" and "joint compiler" added entries.

(d) "Supposed author," etc., added entries.

(e) Personal and corporate added entries with legal desginations (relators) such as "defendant."

(f) "Editor" and "compiler" added entries when the main entry is not a personal name.

2) Secondary entries: A "1" (one) indicator will show that the added entry could be subfiled by main entry. Use this indicator with all added entries not otherwise covered including the following:

(a) Nonanalytical title or author/title general secondary entries.

70011 Shakespeare, William, ǂd 1564-1616. ǂt Hamlet.

(b) Illustrators, translators, and arrangers.

(c) Editors, when main entry is a personal name.

3) Analytical entries. An analytical entry is an added entry made to show that the book in hand contains the text of the work represented by the analytical entry (added entry I in the following example):

May, Robert Lewis, 1905-
Rudolph the red-nosed reindeer, and Rudolph, the red-nosed reindeer, shines again ⌜by⌝ Robert L. May. Chicago, Follett Pub. Co. ⌜1964⌝

63 p. col. illus. 30 cm.

I. May, Robert Lewis, 1905- Rudolph, the red-nosed reindeer, shines again. II. Title. III. Title: Rudolph, the red-nosed reindeer, shines again.

The cataloger indicates that the entry is an analytical added entry by adding the date, following the tracing of the author and the title as it appears in the work. The date or any similar information is not printed in the tracing on the catalog card. The overprinted heading on a catalog card for added entry I in the above example will be:

May, Robert Lewis, 1905- Rudolph, the red-nosed reindeer, shines again. 1964

The purpose of the date in the added entry heading is to insure that the added entry, which represents an individual work, is filed with entries for other editions of the work.

May, Robert Lewis, 1905- Rudolph, the red-nosed reindeer, shines again.

Additional filing information (such as original title, language) as well as a date may appear with an analytical added entry.

The important thing to remember is that any information following an added entry identifies an analytical added entry and requires the use of a "2" indicator. Insert a delimiter and subfield code "u" to mark off the data. The name of a language should be followed by a period. If more than one language is named, the period follows the one named last. One space should separate any data following the name(s) of a language. The last character of

the field should be a punctuation mark, usually a period. The following examples illustrate these points:

70012 Hegel, George Wilhelm Friedrich, ǂd 1770-1831. ǂt Who thinks abstractly? ǂu Wer denkt abstrakt? English. 1966

70012 Hazlitt, William, ǂd 1778-1830. ǂt On the fear of death. ǂu French and English. 1966.

Analytical entries may also be made for works entered under title. The technique is the same as described above except that an "author" element is lacking and the entry is tagged as a uniform title heading.

7302 Acta Comitiorum. ǂu 1807.

Some analytical added entries contain language and date information that is an integral part of the heading. Thus this information should not be identified by subfield code "u." The use of language and date as an integral part of the heading is particularly common to records representing works of sacred literature (Bible, Koran, etc.), although it may on occasion be used with certain kinds of laws as well.

71022 I. Jews. ǂk Liturgy and ritual. Hagadah. English. 1969.

Some added entries for treaties contain additional filing information (enclosed within blue parentheses) in the middle of the field rather than at the end.

3. Subfield codes. Use the appropriate subfield codes according to the instructions in the section "Main entries." Use additional subfield codes as follows:

a. Field 710. Whenever a name not capable of authorship is of the type that is entered under place, subfield code "a" identifies the entry element,

and subfield code "b" identifies the data element following the entry element. This treatment is analagous to that given corporate names entered under place. Since the data element identified by subfield code "a" occurs first, subfield code "a" should not be explicitly input; subfield code "b" should always be explicitly input following a delimiter at the appropriate place in the data.

71011 Berlin. ǂb Museum Dahlem.

71011 New York (City) ǂb Empire State Building.

b. Analytical added entries are followed by certain filing information. This filing information is identified by subfield code "u." See paragraph A.2.b.3) of this section.

SERIES ADDED ENTRIES TRACED DIFFERENTLY FROM FORM IN SERIES STATEMENT

Each series added entry is treated as a variable field and is tagged accordingly. A distinction is made between series added entries traced the same as in the series statement and those traced differently. This distinction is made because in a machine record the appropriate tracing and the appropriate series added entry can be generated from the series statement itself as long as the data in the series statement and the tracing are the same. (For the tagging of series statements, see the section "Variable field: Series statement.") It then becomes unnecessary to input the series tracing at all. However, if the series is traced in a form different from that in the series statement, the series added entry itself must be tagged and input. A further distinction is made between author/title series and title series. When a record contains more than one series added entry, use a separate tag for each entry.

A. AUTHOR/TITLE SERIES STATEMENTS. The series added entry is traced differently from the series statement.

Numeric tag	
800	Personal name/Title
810	Corporate name/Title
811	Meeting or conference name/Title

1. Construct the identification according to the instructions in the section "Main entries," substituting an "8" as the first digit of the numeric tag.

```
8101    (Mexico (City) ǂb Universidad Nacional.
         ǂb Instituto de Investigaciones Históricas.
         ǂt Serie de historia general, ǂv 5)
```

2. When the series is numbered, insert a delimiter and subfield code "v" between the number and the rest of the series (see example above).

B. TITLE SERIES. The series added entry is traced differently from the series statement.

1. Write the tag 840 in front of the series added entry.

840 (Developmental medicine and child neurology. Supplement ǂv no. 5)

2. Some series added entries may consist of two elements, in which the first element is itself a title (e.g., the name of a periodical or a monographic series) and the second element is an element related to or dependent upon the first element (e.g., a subseries).

(Series: Better homes and gardens. Holiday cookbook series, 6)

(Series: Élites et responsabilités. Journées d'études)

Treat this type of series added entry as a title series added entry, not as an author/title series added entry. Do not insert a delimiter and subfield code between the two elements.

840 (Better homes and gardens. Holiday cookbook series, ǂ6)

840 (Élites et responsabilités. Journées d'études)

3. When the series is numbered, insert a delimiter and subfield code "v" between the number and the rest of the series (see example above).

APPENDIX I

Tag	Indicator 1	Indicator 2	Data Element Identifier Preceded by a "Unit Separator."	Name
100				Personal name as main entry (Names may be established in conformity with the ALA or Anglo-American rules.)
	0			Forename only
	1			Single surname
	2			Multiple surname
	3			Name of family
		0		Main entry is not subject
		1		Main entry is subject
			a	Name
			b	Numeration
			c	Titles and other words associated with name
			d	Dates
			e	Relator
			k	Form subheading
			t	Title (of book)
110				Corporate name as main entry
	0			Surname (inverted)
	1			Place or place and name
	2			Name (direct order)
		0		Main entry is not subject
		1		Main entry is subject
			a	Name
			b	Each subordinate unit
			e	Relator
			k	Form subheading
			t	Title (of book)
111				Conference or meeting as main entry
	0			Surname (inverted)
	1			Place and name
	2			Name (direct order)
		0		Main entry is not subject
		1		Main entry is subject

		a	Name
		b	Number
		c	Place
		d	Date
		e	Subordinate unit in name
		g	Other information
		k	Form subheading
		t	Title (of book)
130			Uniform title heading as main entry
	∅		Null condition in first indicator
	0		Main entry is not subject
	1		Main entry is subject
		a	Uniform title heading
		t	Title (of a book)
240			Uniform title
	0		Not printed on LC card
	1		Printed on LC card
		a	Uniform title
241			Romanized title
	0		Does not receive title added entry
	1		Receives title added entry
		a	Romanized title
245			Title statement
	0		No title added entry in this form
	1		Title added entry in this form
		a	Short title
		b	Remainder of title
		c	Transcription of remainder of title page up to next field
250			Edition statement
		a	Edition
		b	Additional information
260			Imprint
	0		Publisher is not main entry
	1		Publisher is main entry
		a	Place
		b	Publisher
		c	Date
300			Collation
		a	Pagination or volumes
		b	Illustration(s)
		c	Height
350			Bibliographic price
		a	Bibliographic price
400*			Series note--personal name
	0		Forename only
	1		Single surname
	2		Multiple surname
	3		Name of family

*Used only when series is traced in the same form.

	0		Author of series is not main entry
	1		Author of series is main entry
		a	Name
		b	Numeration
		c	Titles, other name-associated words
		d	Dates
		e	Relator
		k	Form subheading
		t	Title (of series)
		v	Volume or number
410*			Series note--corporate name
	0		Surname (inverted)
	1		Place or place and name
	2		Name (direct order)
		0	Author of series is not main entry
		1	Author of series is main entry
		a	Name
		b	Each subordinate unit
		e	Relator
		k	Form subheading
		t	Title (of series)
		v	Volume or number
411*			Series note--conference
	0		Surname (inverted)
	1		Place and name
	2		Name (direct order)
		a	Name
		b	Number
		c	Place
		d	Date
		e	Subordinate unit in name
		g	Other information
		k	Form subheading
		t	Title (of book)
		v	Volume or number
440*			Title
		a	Title
		v	Volume or number
490			Series untraced or traced differently
	0		Series not traced
	1		Series traced differently
		a	Series statement
500			General note
		a	General note
501			"Bound with" note
		a	"Bound with" note
502			Dissertation note
		a	Dissertation note
504			Bibliography note
		a	Bibliography note
505			Formatted contents note

*Used only when series is traced in the same form.

	0		"Complete" contents
	1		"Incomplete" contents
	2		Partial contents
		a	Contents note
520			Abstract or annotation
		a	Abstract or annotation
600			Personal name as subject added entry
	0		Forename only
	1		Single surname
	2		Multiple surname
	3		Name of family
		0	LC subject heading
		1	Subj. heading assigned for use in children's catalog
		2	NLM subject heading
		3	NAL subject heading
		a	Name
		b	Numeration
		c	Titles, other name-associated words
		d	Dates
		e	Relator
		k	Form subheading
		t	Title (of book)
		x	General subdivision
		y	Period subdivision
		z	Place subdivision
610			Corporate name as subject added entry
	0		Surname (inverted)
	1		Place or place and name
	2		Name (direct order)
		0	LC subject heading
		1	Subj. heading assigned for use in children's catalog
		2	NLM subject heading
		3	NAL subject heading
		a	Name
		b	Each subordinate unit
		e	Relator
		k	Form subheading
		t	Title (of book)
		x	General subdivision
		y	Period subdivision
		z	Place subdivision
611			Conference as subject added entry
	0		Surname (inverted)
	1		Place and name
	2		Name (direct order)

			0 LC subject heading
			1 Subj. heading assigned for use in children's catalog
			2 NLM subject heading
			3 NAL subject heading
		a	Name
		b	Number
		c	Place
		d	Date
		e	Subordinate unit in name
		g	Other information
		k	Form subheading
		t	Title (of book)
		x	General subdivision
		y	Period subdivision
		z	Place subdivision
630			Uniform title heading as subject added entry
	∅		Null condition in first indicator
		0	LC subject heading
		1	Subj. heading assigned for use in children's catalog
		2	NLM subject heading
		3	NAL subject heading
		a	Uniform title heading
		t	Title (of book)
		x	General subdivision
		y	Period subdivision
		z	Place subdivision
650			Topical subject added entry
		0	LC subject heading
		1	Subj. heading, children's catalog
		2	NLM subject heading
		3	NAL subject heading
		a	Topical subject heading
		b	Name following place entry element
		x	General subdivision
		y	Period subdivision
		z	Place subdivision
651			Geographic name (not capable of authorship) as subject added entry
	0		Not entered under place
	1		Entered under place
		0	LC subject heading
		1	Subj. heading assigned for use in children's catalog
		2	NLM subject heading
		3	NAL subject heading

			a	Geographic name
			b	Geographic name following place entry element
			x	General subdivision
			y	Period subdivision
			z	Place subdivision
690				Local subject headings
	ß			Reserved for user
		ß		Reserved for user
			a	Subject heading
			x	General subdivision
			y	Period subdivision
			z	Place subdivision
700				Personal name as added entry
	0			Forename only
	1			Single surname
	2			Multiple surname
	3			Name of family
		0		Alternative entry
		1		Secondary entry
		2		Analytical entry
			a	Name
			b	Numeration
			c	Titles, other name-associated words
			d	Dates
			e	Relator
			k	Form subheading
			t	Title (of book)
			u	Non-printing filing information
710				Corporate name as added entry
	0			Surname (inverted)
	1			Place or place and name
	2			Name (direct order)
		0		Alternative entry
		1		Secondary entry
		2		Analytical entry
			a	Name
			b	Each subordinate unit
			e	Relator
			k	Form subheading
			t	Title (of book)
			u	Non-printing filing information
711				Conference as added entry
	0			Surname (inverted)
	1			Place and name
	2			Name (direct order)
		0		Alternative entry
		1		Secondary entry
		2		Analytical entry

		a	Name
		b	Number
		c	Place
		d	Date
		e	Subordinate unit in name
		g	Other information
		k	Form subheading
		t	Title (of book)
		u	Non-printing filing information
730			Uniform title heading as added entry
	ⱥ		Null condition in first indicator
		0	Alternative entry
		1	Secondary entry
		2	Analytical entry
		a	Uniform title heading
		t	Title
		u	Non-printing filing information
740			Title traced differently from short title
	ⱥ		Null condition in first indicator
		0	Alternative entry
		1	Secondary entry
		2	Analytical entry
		a	Title traced differently from short title
750			Name not capable of authorship
	0		Not entered under place
	1		Entered under place
		0	Alternative entry
		1	Secondary entry
		2	Analytical entry
		a	Name or place entry element
		b	Name following place entry element
800*			Personal name-title series added entry
810*			Corporate name-title series added entry
811*			Conference-title series added entry
840*			Title series added entry

*Tags in the 800's are used for series added entries traced differently from the series statement. With the exception that no second indicators are used in the 800's, the indicators and data element identifiers are the same as those used with the 400's.